

WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS

MINUTES

Summer Meeting  
8:30 a.m., Tuesday, July 14, 1993  
Cavanaugh's Inn at the Park, Spokane

ATTENDANCE:

President - Vyrle L. Hill, Pacific County Administrative Officer  
Secretary/Treasurer - Neva J. Corkrum, Franklin County Commissioner  
Executive Committee -  
    Claude L. Cox, Spokane County Risk Manager  
    Rose Elway, Grays Harbor County Director of Management Services  
    Si A. Stephens, San Juan County Auditor  
    Frank A. Bishop, Cowlitz County Budget Director  
    Marjorie Upham Rood, Clallam County Dir of Personnel & Risk Management

Adams County - Gordon Hey, Risk Manager - Alternate  
Benton County - Steve M. Lowe, Chief Civil Deputy Prosecuting Attorney - Director  
Chelan County - Paul Dunning, County Administrative Coordinator - Alternate  
Cowlitz County - Rick Spangenberg, Risk Manager - Alternate  
Garfield County - Ronald E. Crawford, County Commissioner - Director  
Grays Harbor County - Dick Dixon, County Commissioner - Director  
    Mary Davis, Deputy Director Insurance & Risk Mgmt - Alternate  
    Mike Daniels, Public Works Director  
Island County - Mike Shelton, County Commissioner - Director  
    Betty J. Kemp, Risk Manager - Alternate  
Kitsap County - Debbie Broughton, Director of Administrative Services - Director  
    Barbara Razey, Risk Manager - Alternate  
Klickitat County - Sverre Bakke, County Commissioner - Director  
Lewis County - Warren Dahlin, County Commissioner - Director  
    John Nacht, Risk Manager - Alternate  
Mason County - Laura Porter, County Commissioner - Director  
Skamania County - Bob Leick, Prosecuting Attorney - Director  
Thurston County - Judy Wilson, County Commissioner - Director  
    Jeff Watson, Chief Deputy Prosecuting Attorney - Alternate  
Whatcom County - Shirley Van Zanten, County Executive - Director

Broker - Mike Croke, Vice President, Willis Corroon of Seattle

Risk Pool Staff - John Crawford, Executive Director  
    Alicia Johnson, Claims Manager  
    Jay Winter, Training Coordinator  
    Aileen Boren, Administrative Assistant

**WELCOME, ROLL CALL AND APPROVAL OF AGENDA:** The meeting was called to order at 8:37 a.m. by President Vyrle Hill who welcomed all in attendance and asked that everyone sign the roll call sheet. Vyrle noted that a Board Workshop had been held during the afternoon of July 13th to inform the Board about the action items on the agenda.

The agenda was approved as printed.

**APPROVAL OF MINUTES:** Bob Leick moved to approve the minutes of the April 23rd Spring Meeting at SeaTac. The motion was seconded by Marge Upham Rood and approved.

**EXECUTIVE COMMITTEE REPORT:** A copy of the June 18th Report was provided in the file folders.

**TRIBUTE TO STEVE ZIMMERMAN:** Vyrle Hill asked that a silent tribute be paid to Thurston County Deputy Chief Administrative Officer Steve Zimmerman, who passed away on June 14th.

**EXECUTIVE DIRECTOR'S AWARDS:** John Crawford presented Spokane County Risk Manager Claude Cox with a Golden Dragon Award for "outstanding service in organizing the Summer Risk Management Conferences for the years 1989-1993."

John also presented a Membership Certificate to Adams County, which is joining the Pool on September 1st. Frank Bishop moved to extend floor and voting privileges to the county in advance of the start of their actual membership. The motion was seconded by Claude Cox and approved.

**PROPERTY INSURANCE COMMITTEE'S REPORT:** Committee Chair Claude Cox and Willis Corroon Vice President Mike Croke reported about the committee's review of property insurance. Claude moved that the Committee be authorized to continue to study whether the Pool should provide a voluntary property insurance program, and to report to the Board at the Autumn Meeting. The motion was seconded by Si Stephens and approved.

**EXECUTIVE DIRECTOR'S REPORT:** John Crawford reported on marketing efforts.

Claims: The Board went into Executive Session from 9:14 through 9:40 a.m. so that Alicia Johnson could report on claims.

Programs: Jay Winter provided a recap report on training programs held this year, including training revenues and expenses.

Finances: Aileen Boren gave a financial report stating that the Pool has more than \$10.6 million on deposit with the State Treasurer and in investments.

#### **DISCUSSION AND ACTION:**

**Actuary Report:** Frank Bishop moved to accept the Coopers & Lybrand actuary report dated July 6, 1993. The motion was seconded by Steve Lowe and approved unanimously.

- Excess Insurance:** Frank Bishop moved to:
1. Approve the purchase of \$4.5 million excess of \$500,000 insurance from Coregis (formerly Crum & Forster) for \$1,425,000;

2. Accept the Coregis three-year retrospective plan;
  3. Extend the Broker Services Agreement with Willis Corroon through September 30, 1996; and
  4. Authorize the President to sign the agreement on behalf of the Pool.
- The motion was seconded by Claude Cox and approved unanimously.

No action was needed on the voluntary programs offered by the Pool for \$5 million excess of \$5 million, and the fairgrounds/special events program.

**Work Plan and Budget:** Budget Committee Chair Frank Bishop reported the activities of the committee. After discussion about the work plan and budget, Bob Leick moved to adopt the budget. The motion was seconded by Gordon Hey, but tabled.

Mike Shelton moved, and Judy Wilson seconded, to provide a 3% salary increase for all non-executive employees. After a brief discussion, Laura Porter moved to amend the motion to also provide a 3% salary increase for the executive employees. The amendment was seconded by Debbie Broughton and approved on a hand vote of 11 to 7. The original motion as amended failed by a hand vote of 5 to 10.

Gordon Hey then moved to fix the compensation for the staff as recommended:

Executive Director	\$64,331
Administrative Assistant	\$35,688
Secretary/Receptionist	\$18,834
Training Coordinator	\$45,000
Programs Assistant (62%)	\$14,600
Claims Manager	\$50,128
Claims Assistant	\$23,996

The motion was seconded by Neva Corkrum and approved by a hand vote of 9 to 8.

Steve Lowe moved to reintroduce the tabled motion to adopt the budget as presented. The motion was seconded by Ron Crawford. Frank Bishop moved to amend the motion to strike the \$10,000 "scholarship fund" amount from the programs budget. The motion was seconded by Steve Lowe, but failed to win a majority. After a break for lunch, and further discussion about the budget, the question was called and the motion to adopt an administrative budget of \$656,908 for the 1993-94 fiscal year was approved.

Si Stephens moved to adopt the 1993-94 Work Plan with a modification creating a new section C(2)(d): "Develop and present options, i.e., video, satellite down-links, etc., to increase the availability of Pool sponsored training within member counties." The motion was seconded by Claude Cox and approved.

- Premiums:** Si Stephens moved to:
1. Apportion administrative costs, including general administration, programs, and claims, according to each county's proportional percentage amount of payment to fund the Pool's joint self-insurance layer;
  2. Compute the 1993-94 joint self-insurance premium rate by applying the "expected" ultimate loss rates provided in the July 6, 1993 Coopers & Lybrand report, without discounting for future interest earnings;
  3. Set 5:00 p.m. on August 31st as the deadline when members must notify staff in writing of changes in their deductible elections; and
  4. Charge interest on unpaid premium balances at the rate of 4.75%.

The motion was seconded by Bob Leick and approved.

**Joint Self-Insurance Liability Policy (1993-1994 Policy Year):** Frank Bishop moved to include county medical malpractice coverage in the Joint Self-Insurance Liability Policy for the 1993-94 policy year. The motion was seconded by Gordon Hey, but tabled.

**Annual Election of Executive Committee Members and Officers:** Nominating Committee Chair Vyrle Hill gave the report of the committee, then Marjorie Upham Rood and Mike Shelton were elected by ballot to the Executive Committee for three year terms through September 30, 1996.

By unanimous votes, Neva Corkrum was elected President and Frank Bishop was elected Secretary/Treasurer for the next fiscal year.

**Other Business:** Frank Bishop moved to accept contractual liability for the changing Cowlitz/Wahkiakum and Lewis Health Districts for the period starting September 1, 1993 until they become county health departments on January 1, 1994. The motion was seconded by Mike Shelton and approved.

Dick Dixon moved to thank President Vyrle Hill for hosting a reception on July 13th, to authorize the new president to continue the practice, to authorize the reimbursement of past costs, and to provide future support. The motion was seconded by Marge Upham Rood and approved unanimously.

John Crawford presented outgoing President Vyrle Hill with a Certificate of Appreciation and wall plaque commemorating his service as President in 1992-93.

Laura Porter moved to authorize the President to sign a new lease agreement within budget for office space in Thurston County. The motion was seconded by Ron Crawford and approved.

**Future Board Meetings:** Vyrle confirmed the date of the Autumn Board workshop and meeting as follows:

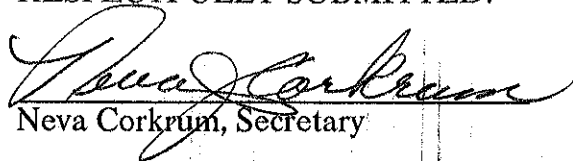
Thursday, October 21, 1993	Afternoon Workshop
Friday, October 22, 1993	Morning Board Meeting

Vyrle and incoming President Neva Corkrum called future Board workshops and meetings in 1994 as follows:

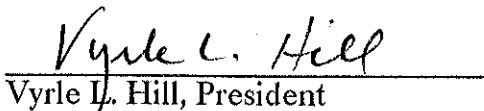
Winter Meeting -- January 20-21 -- SeaTac  
Spring Meeting -- April 21-22 -- SeaTac  
Summer Annual Meeting -- July 19-20 -- Spokane

The meeting was adjourned at 2:34 p.m.

RESPECTFULLY SUBMITTED:

  
Neva Corkrum, Secretary

APPROVED: 10 / 22 / 93

  
Vyrle L. Hill, President

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